

**December 14, 2010**

**The Board of Commissioners held its regular meeting on Tuesday, December 14, 2010 in the Forand Manor Conference Room – at 4:30 PM for the following reasons:**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Election of Officers**
- 4. Approval of Minutes of Previous Meetings of December 1, 2010**
- 5. VFW – Presentation by Rhode Island Housing/Discussion of Development Opportunities**
- 6. Executive Summary**
- 7. Consent Agenda – Department Reports**
  - Financial Management**
  - Housing Management**
  - Leased Housing**
  - Facilities Management/Modernization**
  - Resident Services**
- 8. Rabbi Trust (Discussion)**
- 9. Terms and Conditions of the Personnel Policy – The Board may vote to revise.**
- 10. Public Comment/Resident Concerns**
- 11. Resolution – Time Clock Policy**
- 12. Executive Session: A portion of this meeting may be held in**

**Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:**  
**Personnel Concerns**

**13. Any new business to come before the Board**

**14. Adjournment**

**The meeting was called to order at 4:40pm by Vice Chairperson, Gladys Burns.**

**Upon a Roll Call, those “Present” and “Absent” were as follows:**

**Present**

**Absent**

**Gladys Burns, Vice Chairperson**

**Neil Flynn, Commissioner**

**Julio Castillo, Commissioner**

**Charles Coelho, Commissioner**

**Alice Bociek, Commissioner**

**Tina Sullivan, Executive Director**

**Paula Llera-Delgado, Administrative Assistant**

**Ray Marcaccio, Attorney**

**Others in attendance**

**Frank Stetkeiwicz**

**Jonathon Kelly, Maintenance**

**Pete DeRoy, Maintenance**

**Bridgette, Finance Manager**

**Joe Voccio, Rhode Island Housing**

### **Election of Vacant Office**

**Vice Chairperson Burns recommended nominating Commissioner Julio Castillo as new Chairperson. A motion was made by Vice Chairperson Burns. The motion was seconded by Commissioner Bociek and passed by a roll call vote as follows:**

**Ayes      Nays**

**Gladys Burns, Vice Chairperson**

**Cornelius Flynn, Commissioner**

**Alice Bociek, Commissioner**

**Charles Coelho, Commissioner**

**Chairperson Castillo thanked all for their confidence in this position.**

### **Approval of Minutes**

**Chairperson Castillo asked if there were any questions or concerns regarding the minutes of:**

**December 1st 2010**

**There being no questions or concerns a motion was made by Vice Chairperson Burns to approve the minutes as written. This motion was seconded by Commissioner Flynn and carried by all present**

**VFW – Presentation by Rhode Island Housing/Discussion of Development Opportunities**

**The Executive Director introduced to the Board Joe Voccio a representative from RI Housing. Mr. Voccio explained his background with RI Housing as a Business Manager, and how he has been successful in developing Affordable Housing for clients in the State of Rhode Island. Mr. Voccio expressed interest in the Hunt Street property, and explained the pros and cons for Affordable Properties, Rental Properties, Homeownership Properties, and Commercial and Residential use. Mr. Voccio explained to the board that creating a partnership for example with a company like REACH, during the development process would be encouraged for resource purposes and the readiness to proceed. Mr. Voccio addressed the board with any questions or concerns. After much discussion there being no questions, Executive Director Sullivan stated that she would be in contact with an update to Mr. Voccio.**

## **Executive Summary**

**The Executive Director explained that the Auditors will be coming to complete the annual review on December 20th. The Executive Director stated the FSS Grant was processed and has been submitted to HUD by the required December deadline.**

**The Authority is submitting two applications to NAHRO for awards of merit. The process is being completed and will be submitted to NAHRO by the 15th of December.**

**As requested by the Board of Commissioners the Executive Director provided data from United Health, \and Blue Cross. The data provided was broken down showing current policies, and new proposed pricing. Bridgett Duquette, the Finance Manager, explained the spreadsheets in detail to the board and also explained that the spreadsheets consisted of data from United Health Care, and Blue Cross. The Central Falls Housing Authority is currently considered a large group and if the board was to agree to change insurance the group would be considered a small group. The Finance Manager explained this would be a very costly move on behalf of the Housing Authority to opt out of a large group.**

**The Executive Director provided an update on the generators; the last phase has been completed. The new generators are fully working,**

and the old tanks underground will be removed and discarded of as planned. There being no further questions or concerns, a motion was made by Commissioner Coelho, seconded by Vice Chairperson Burns and carried by all present.

## **Consent Agenda**

Chairperson Castillo asked if there were any comments or concerns regarding the Consent Agenda.

Vice Chairperson Burns had a couple of concerns/questions regarding 2 checks. The Executive Director explained that the 2 checks in question The Executive Director also explained to the board that there were concerns of mice in a couple of apartments. Those apartments has been treated and taken care of.

The Executive Director addressed the problem in writing grants which had been mentioned during the last board meeting. Commissioner Flynn recommends a gentleman by the name of Roland Moussally, whom is a retired Executive Director from Pawtucket and Weymouth Housing Authority. Mr. Moussally offered to assist us in writing the ROSS Grant. Chairman Castillo asked what the ROSS Grant is for. The Executive Director explained the ROSS Grant and what the funds are used for. The Executive Director explained that the Grant this year will be handled like a lottery and there may be a chance the Housing

**Authority does not receive the Grant. Chairman Castillo asked when the Ross Grant Funds will be liquidated. The Executive Director explained that by February however we will continue to pay the Resident Service Coordinator out of the Forand AMP. The New ROSS Grant is open for new applications and the deadline is February 23rd 2011. The Executive Director that the Grant will be submitted at least one week before the deadline. There being no further questions Vice Chairperson Burns asked for a motion to accept the agenda. This motion was seconded by Commissioner Flynn and passed by all present.**

#### **Rabbi Trust**

**Attorney Raymond Marcaccio explained that Tax Specialist Richard Gregory, who is an Attorney for over 30years, specializes in trusts and taxes and will be working on behalf of the Housing Authority. Attorney Gregory is working to rectify the situation with the Rabbi Trust on behalf of Mr. Stetkeiwicz. Attorney Raymond Marcaccio explained that Attorney Gregory is finalizing a proposal which will be completed and submitted to the Board for approval for their review. Attorney Marcaccio explained that documents being prepared will be self executed and forwarded directly to Mr. Stetkeiwicz, as well as the Housing Authority.**

#### **Terms and Conditions of the Personnel Policy**

**Attorney Raymond Marcaccio suggested going through the Personnel Policy line by line so that any and all questions can be answered. Attorney Marcaccio explained that the current policy is very outdated and the policy must be brought up to date to coincide with the current laws. Attorney Marcaccio made the appropriate changes to the policy however was going to make additional changes pertaining to the sick time. These changes would be presented to the board at the next regular meeting.**

**After much discussion a recommendation was made by Chairperson Castillo to continue further discussion once all updates have been completed to the policy.**

### **Public Comment/Resident Concerns**

**Chairperson Castillo asked if there were any public comments or concerns to be heard. Jon Kelly, from senior maintenance staff, asked if he could be heard by the board, and expressed his concerns with the time clock. Chairman Castillo accepted his concerns, but did not agree and expressed that employees need to know the hours they are required to work and punch in accordingly. Commissioner Flynn and Commissioner Bociek mentioned after all these years at the housing why and what's the need for a time clock. Commissioner Flynn, and Commissioner Coelho expressed that they felt there is no need for a time clock. Commissioner Flynn mentioned that he didn't agree when it was proposed and remains with the same opinion.**



**Commissioner Flynn mentioned the Housing is looking to cut costs and the board agrees to put a time clock in place which costs the Authority over \$3,000.00 yearly and an upfront cost of almost \$5,000.00. After much discussion Commissioner Flynn would like to look at the Time Clocks again, and would like to make a motion to put the time clock back on the table at the next meeting. The motion was seconded by Commissioner Coelho. Motion to table the time clock was agreed by all.**

### **Time Clock Policy - Resolution (Tabled)**

**The Executive Director presented the Board with a draft of the Time Clock Policy to coincide with the new employee time recording system that was installed. Attorney Marcaccio explained that there must be a track of record keeping for every employee time on a daily basis. Commissioner Coelho asked if there was a recording of time before the Time Clocks. The Executive Director explained that she had instituted a time recording form in December, 2009. Attorney Marcaccio mentioned the options for the board; currently the policy could be tabled or could be vacated based on the concerns of the board and advised the Executive Director to place on the January Agenda as "Time Clock Policy Possible Amendment or recession of time Clock policy." After much discussion Commissioner Flynn would like to look at these time clocks again, and would like to make a motion to put the time clock back on the table. The motion was seconded by Commissioner Coelho. Motion to table the time clock**

**was agreed by all.**

## **Executive Session**

**The Board of Commissioners did not go into Executive Session at the December 14, 2010 meeting.**

## **New Business**

**The Executive Director explained the results of the Energy Audits that were completed at Wilfrid Manor. The Executive Director explained that Wilfrid Manor was awarded \$50,000.00 however RI Housing and the Audit report will dictate how these funds are spent. Also, the funds for the Audit must also come out of the grant awarded monies. Because of the Audit fees, this leaves the Authority with limited funds to complete the work in the audit report. The Authority is writing to RI Housing to request additional funds so that more of the energy efficient items identified can be completed.**

**There being no further business to come before the board, a motion was made by Vice Chairperson Burns and seconded by Commissioner Coelho, to adjourn the meeting at 7:00 pm. The motion was carried by all.**